

## **Chapter 2.12 - CITY CLERK**

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### **2.12.010 - Office created.**

The voters having adopted ballot Measure S in November 2002, set the position of city clerk as an appointed position.

The city clerk will be appointed by the city council, upon recommendation of the city manager. The position is open to all adults. The position shall be open to all qualified adults, without regard to whether they are residents of the city.

(Ord. 487 (part), 2006)

### **2.12.020 - Duties.**

The city clerk shall perform those duties as required by law including those duties specifically set forth in California Government Code Sections 40801, 40806, and 40811 and 40814. The city clerk shall report directly to the city manager. He or she may be assigned other duties, which may be established by ordinance pursuant to California Government Code Section 40812 from time to time. The city clerk shall attend all meetings of the city council and keep a correct record of its proceedings. The city manager shall determine whether the city clerk position shall be a contract or city employee position, after consultation with the city council.

(Ord. 487 (part), 2006: Ord. 437 § 2 (part), 1996: prior code § 2-4.202)

### **2.12.030 - Financial and accounting duties transferred.**

The financial and accounting duties imposed upon the city clerk by California Government Code Sections 40802 through 40805 are transferred to the director of finance.

(Ord. 437 § 2 (part), 1996: prior code § 2-4.203)

### **2.12.040 - Compensation.**

The compensation for the office of the city clerk shall be as established by resolution of the city council.

(Ord. 437 § 2 (part), 1996: prior code § 2-4.204)